

**Dracut Council on Aging
Activity & Volunteer Coordinator
Full Time Position**

The Dracut COA seeks a creative, friendly, and dedicated person for Activity & Volunteer Coordinator. This position will be responsible for developing and implementing COA events, activities, classes, and trips, as well as recruiting and managing COA volunteers. Bachelor's Degree in human services or related area of study; three years' experience coordinating large and small group activities and/or experience in social services, or related field (preferably with the elderly); or an equivalent combination of education and experience. Must have excellent communication/customer service skills, professionalism, and be proficient with Microsoft Office. Experience in supervising volunteers or staff with experience in public relations a plus. Motor vehicle driver's license and access to an automobile is required. Position will require some nights and weekends with frequency increasing slightly over time. CORI check and pre-employment physical to be performed.